



## **Building Maintenance Worker**

**Departmental Open**

**EXAM ID: 6TR35**

<b>Department:</b>	<b>Caltrans</b>
<b>Bulletin Release Date:</b>	<b>May 17, 2016</b>
<b>Final Filing Date:</b>	<b>June 9, 2016</b>
<b>Monthly Salary:</b>	<b>\$3,282.00 to \$4,140.00</b>

### **INTRODUCTION**

Caltrans is pleased to announce the posting of the **Building Maintenance Worker** examination. Employment from this examination may be offered in Districts 1 (Eureka), 3 (Marysville), 6 (Fresno), 9 (Bishop), and 10 (Stockton).

### **EQUAL EMPLOYMENT OPPORTUNITY**

Caltrans is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

### **DRUG FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free work place. All applicants will be expected to behave in accordance with this objective, as the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

## WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated below may apply for this examination. All applicants must meet the education and/or experience requirements as stated on this examination announcement.

## FILING INSTRUCTIONS

The online Training and Experience Evaluation must be submitted by the final filing date listed on this bulletin. MAILED, FAXED, OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.

TO ACCESS THE ONLINE EXAMINATION VISIT:

<https://www.surveymonkey.com/r/6TR352016>

## POSITION STATEMENT

Under supervision, to do a variety of semiskilled manual tasks in the alteration, maintenance, and repair of buildings and building facilities; may instruct, lead, or supervise inmates, wards, or resident workers; and to do other related work.

## ELIGIBLE LIST INFORMATION

A Departmental Open eligible list will be established for Caltrans in Districts 1 (Eureka), 3 (Marysville), 6 (Fresno), 9 (Bishop), and 10 (Stockton). The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by the final filing date. You must certify during the online examination process that you read, understand, and possess the minimum qualifications required, and that the information provided is true and complete to the best of your knowledge.

**NOTE:** Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "or II," "or III," etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

## MINIMUM QUALIFICATIONS

### Either I

One year of experience as a corps member in the California Conservation Corps.

### Or II

One year of experience in general semiskilled maintenance and repair work, or as a building maintenance or construction trades helper.

Click on the link below to review the California State Personnel Board class specification which contain the requirements for admittance to the exam:

<http://www.calhr.ca.gov/state-hr-professionals/pages/6215.aspx>

## EXAMINATION INFORMATION

This examination will consist of a Training & Experience Evaluation weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained. Click [HERE](#) to access the Training and Experience Evaluation.

## KNOWLEDGE AND ABILITIES

### Knowledge of:

1. Common methods, practices, and materials used in maintenance, operation, and repair work of all building facilities to include grounds maintenance
2. Various tools used in building maintenance and repair work and their proper use and care
3. Methods, materials, tools, and equipment used in the construction, maintenance, operation, and repair of plumbing, heating, cooling, ventilation equipment, electrical, and water/sewer systems related to facility operations
4. Basic arithmetic, spelling, and grammar

### Ability to:

1. Do a variety of semiskilled installation, maintenance, and repair tasks
2. Follow oral and written directions
3. Maintain records and prepare reports of work done
4. Ability to read and write at a level appropriate to the classification
5. Ability to safely operate power tools, machines, and analytical equipment used in mechanical and construction trade-work
6. Estimate materials needed
7. Analyze situations accurately and take effective courses of action
8. Properly lift a minimum of 30 pounds
9. Meet deadlines
10. Work and communicate effectively with those contracted in the course of work
11. Safely work at various heights including roof tops while using ladders, scaffolding, and personal lifts
12. Work outdoors in various extreme weather conditions and climates

## SPECIAL PERSONAL CHARACTERISTIC

Mechanical aptitude.

## VETERANS' PREFERENCE

Veterans' Preference will be applied to those competitors who are successful in this examination and who qualify for, and have requested, Veterans' Preference through the California Department of Human Resources. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference.

## CAREER CREDITS

Career Credits will not be added to the final score of this examination.

## CONTACT INFORMATION

For more information regarding this exam, please contact the exam analyst at (916) 227-7397.

## GENERAL INFORMATION

**For an examination without a written feature**, it is the candidate's responsibility to contact **the testing department** three weeks after the final filing date if he/she has not received his/her notice.

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The testing department** reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2)

departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**Veterans' Preference:** Pursuant to Assembly Bill 372, Veterans' Preference will be awarded as follows, starting January 1, 2014:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list.
2. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference.
3. Veterans' Preference is not granted once a person achieves permanent civil service status (Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans' Preference).

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (CalHR Form 1093) which is available at <https://jobs.ca.gov/Public/Jobs/Veterans.aspx> or from the CalHR, 1515 "S" Street, Sacramento, CA 95811 and the Department of Veterans Affairs.

**TTY** is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

*For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to Caltrans, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.*